PURPOSE/SCOPE: Winona State University (WSU) supports and encourages programs that provide opportunities for civic engagement and experiential learning. As such, WSU encourages the development of a variety of international and domestic Travel Study programs (Travel Study) consistent with the University’s mission and the educational goals of the initiating college and department. This Regulation applies to all WSU employees, faculty, and staff who are developing and/or delivering travel study programming.

A Travel Study program is defined as a WSU course developed and proposed by a member of the WSU faculty, offered at an off-campus location, whereby the location is an integral part of the learning experience. Programs are generally less than one semester in duration.

This regulation does not apply to Study Abroad Programs.

1. PROGRAM APPROVAL/COURSE DESIGNATION

   At least one semester prior to the semester of travel, a faculty member must submit a completed Travel Study Application that contains:
   
   - Travel Study Approval Form;
   - Travel Study Program Proposal; and
   - Budget Proposal Worksheet.

   The above forms may be obtained online from the Travel Study website.

   All of the above forms must be submitted for signature approval to the appropriate Department Chair(s) and College Dean(s), and forwarded to the Provost/Vice President of Academic Affairs (VPAA) or designee once signatures are obtained. The Provost/VPAA shall forward the proposal to the Travel Study Advisory Committee (TSAC) for its review and recommendation. TSAC’s recommendations shall be forwarded to the Faculty Senate followed by the Meet and Confer process.

2. FINANCIAL MANAGEMENT

   (a) After review and approval by the appropriate College Dean(s) and the Provost/VPAA or designee the travel study course proposal and budget form shall be submitted to the WSU Business Office for review and approval.

   (b) The WSU Business Office will assign a cost center number to the approved course. No monies may be collected from participants prior to the Budget Director’s assignment of a cost center number.
(c) All course tuition and fees payments shall be paid to the WSU Cashier’s Office. No monies shall be collected directly from students by any other WSU faculty, staff, or employee.

3. TRAVEL CONTRACTS

(a) Each traveler must submit the following to the WSU Travel Study Office:
   - A copy of the passport for international travel, or
   - A state-issued photo identification card, such as a driver’s license, for domestic travel.

   Travelers must consistently use their full and official name(s), including their middle name, for all travel documents.

(b) The Travel Study Office shall submit a completed WSU 1400 form to the Business Office to encumber the approved travel study funds. A WSU Travel Request Form must be submitted by the supervising faculty member.

(c) Subsequent to the designation of a cost center number, the supervising faculty member shall work with the Business Office to arrange transportation and lodging arrangements.

d) As appropriate, the Business Office will process a travel advance if requested by the supervising faculty member, for miscellaneous course fees (e.g. taxi, bus fare, entrance fees) that will be incurred during the course.

e) As appropriate, if requested by the supervising faculty member, the Business Office will provide the supervising faculty with a credit card for miscellaneous expenses. Requests for credit cards must be made at least six (6) weeks in advance of the date of travel.

4. RECRUITMENT

Recruitment materials shall provide a general course description, selection criteria if applicable, and estimated cost to the student.

5. SAFETY AND WELFARE OF PARTICIPANTS

Course Orientation - Supervising faculty are responsible for providing pre-departure information and orientation as identified on the Travel Study website including course specific orientation for all participants. Supervising faculty members are responsible for:

- Communicating to participants their responsibilities as outlined in the WSU Student Conduct Policy and the Student Release & Waiver for Travel Study including Academic and Financial Requirements, Health Factors, Personal Behavior, Travel Risks, and Medical Authorization.
• Monitoring the U.S. Department of State website for public announcements, and travel alerts/advisories/warnings, and communicating this information to all participants. **Authorization will not be granted for travel to countries for which a travel advisory has been issued by the State Department of the United States.**

• Advising participants of health and safety considerations provided by the Center for Disease Control and Prevention, including the link to Traveler’s Health.

• Notifying each participant when a visa is required for entry into the destination country.

• Providing information on available medical care in the host country.

• Informing participants that they shall be required to purchase travel insurance through the University’s provider that includes accident and health insurance, medical evacuation and repatriation insurance, prior to participation in any travel study course, and that no one will be allowed to participate in a travel study course until the travel insurance has been purchased.

• Informing participants in international travel courses that their passports must be in compliance with the regulations of the U.S. government and the host country.

• Informing participants who hold non-U.S. passports that they must consult with the WSU International Students’ Office at the time of enrollment in the travel study course (e.g. required documents for re-entry into the U.S., etc.).

• Developing a plan for student departure and return for Travel Study. The University suggests that at least one university employee accompany students on their departure and return, unless there are academically related, unforeseen or unusual circumstances.

• Providing a written emergency plan and assisting students in the development of a Personal Emergency Action Plan (PEAP) as outlined on the Travel Study website.

• Supervising faculty are also responsible for ensuring participants receive, complete, sign, and submit:
  a. The WSU Student Release & Waiver Travel Study form, which establishes informed consent, assumption of risk, and understanding of the terms and conditions of the travel study course.
  b. All required Travel Study forms listed on the Travel Study website.
  c. Any other program specific WSU Waiver, Release and Indemnification Agreement.

6. **EXPLORATORY TRAVEL STUDY**

Travel study exploratory funds may be used by qualifying WSU faculty, staff, and employees to become more knowledgeable about a destination, with the intent of developing a travel study course proposal to that destination in the future. Travel study exploratory funds are neither intended for attendance at professional conferences, symposia, or performances,
nor are they intended to fund individual professional development nor may they be used to increase the costs of the travel study course.

(a) Annually, the Provost/VPAA or designee will determine the total funding level for Travel Study exploratory proposals for the academic year.

(b) An Exploratory Travel Study application must be completed by the supervising faculty and submitted to the Travel Study Office. The proposal will be reviewed by the Travel Study Advisory Committee. TSAC’s recommendations will be forwarded to Faculty Senate followed by the Meet and Confer process.

(c) Exploratory travel funds must be expended within 18 months of the proposal approval date. If the funds are not used within this time frame, reapplication at a later date may be considered.

(d) A travel study post-trip report must be submitted to the Travel Study Office upon return and before a travel study course proposal will be considered.

(e) Forms for exploratory travel study will be available on the Travel Study website.

7. GENERAL PROVISIONS:

(a) WSU faculty, staff, and employees participating in Travel Study:

- Are governed by the same policies that govern and define employees’ rights and responsibilities at WSU.
- Should be sensitive to the customs of the host country and act in accordance with the laws of the host country.
- Should be willing, upon return, to provide the institution with information and expertise they may have acquired from their travel experiences.

(b) Travel Study Office and OCED shall:

- Monitor participant compliance with the submission of required documents such as copies of passports, visas, and other documents listed in section 5 and inform the supervising faculty of any non-compliance;
- Monitor participant compliance with the purchase of travel insurance and inform the supervising faculty of non-compliance; and
- Transmit to the U.S. Embassy of the destination country a copy of the list of program participants and the itinerary when the roster of participants and itinerary of an international travel study program are finalized, and register the study trip with the U.S. State Department.

AUTHENTICATED BY:

[Signature]

April 26, 2010
Regulation 3-34

Judith A. Ramaley
President

Date of Adoption

Authoritative Reference:
- MnSCU Policy 1C.2, Fraudulent or Other Dishonest Acts
- MnSCU Policy 5.19, Travel Management
- MnSCU Procedure 5.19.2, Special Expenses
- MnSCU Procedure 5.19.3, Travel Management
- WSU Regulation Number 2-2, Travel Request Procedures
- Minnesota Statute Chapter 15.435, Airline Travel Credit

President

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